



# Maricopa County

## Environmental Services Department

Environmental Health Division  
Plan Review Program  
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[www.maricopa.gov/envsvc](http://www.maricopa.gov/envsvc)

## Plan Review Submittal

4-8-11

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### Introduction

No person shall conduct an operation or an establishment for which a permit is required without holding the necessary and valid permit to do so. No person shall commence construction unless the required plans have been approved. It shall be the full responsibility of said person that construction is in conformance with the approved plans and specifications. Please review all steps to ensure a complete application submittal and inspection process. Failure to abide by all steps may result in project changes and/or delays. In addition to submitting plans to our department, other regulatory authorities (e.g. Local/ County Building Departments) may require plans. Please ensure all other appropriate regulatory agencies have been contacted.

Establishments seeking approval for the building of a new facility or the remodel of an existing one shall submit a set of plans for plan review consistent with the criteria provided in the Maricopa County Environmental Health Code Chapter I, Regulations 4 and 5. Applications and a guide on how to create and submit plans may be obtained from our office. Please refer to the Environmental Health Division's Plan Review Construction Guide for additional information. The guide, applications, plan review fees and other information can be obtained on-line at [www.maricopa.gov/envsvc](http://www.maricopa.gov/envsvc). If you do not have access to the internet, please visit our office to pick up copies. Construction Guideline packets may also be purchased for a nominal fee. Plan review fees vary depending on the type of establishment. (Multiple facilities will require multiple fees). Please call (602)506-6980 or if you have any questions regarding the plan review submittal process.

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### Plan Submittal

The plan review submittal process shall include the following criteria:

1. One (1) complete set of plans (minimum size 8.5" x 11" or larger). Include a site location plan.
2. A properly completed application with all applicable documents.
3. Plan submittal fees are required for a new establishment or the remodel of an existing one. Based on existing conditions or scope of the establishment's operations, additional plan review fees may be required to obtain all necessary permit(s). The establishment will need to meet current Environmental Health Code requirements. *Note: Establishments that have begun construction prior to submittal to this Department or are in operation will be required to expedite their plans and pay all associated fees.*
4. A copy of the intended menu is required including all types of food, cooking style, consumer advisory if necessary, the number of customers expected, and the time and frequency of food operations.

Notice: Incomplete plan submittals will be rejected!

## Plan Review Process

### **Step 1: Submit Plans**

- One (1) complete set of plans (minimum size 8.5" x 11" or larger)
- A properly completed application
- Include all applicable documents (i.e. intended menu, specification sheets, etc.)
- Plan review fee(s).
- Plan review fees vary depending on the type of establishment (multiple food-service areas within an establishment will require multiple fees).

### **Step 2: Plan Review Process**

- Plans are submitted and logged in.
- Inspectors will review the plans.

### **Step 3: Plan Approval Process**

- Plans may require additional information or changes before approval, including additional fees.
- Once the plans have been reviewed, plan review correspondence letters are mailed to the applicant indicated on the plan review application informing them of the status of the plans and any stipulations that require corrective action and compliance.
- The approval of plans and specifications shall lapse and become invalid one year from the date of approval unless a substantial portion of the work described in the plans and specifications has commenced by such anniversary date. An approval of plans and specifications can be renewed for one year if an application for renewal is submitted within 180 days of expiration. A fee equal to one-half (1/2) of the initial plan review fee is paid. The approval will be effective for one year from the date of expiration.

### **Step 4: Construction**

- Ensure all responsible parties (e.g. architects, contractors, sub-contractors, etc.) have a copy of the plan review response letter and are made aware of the corrections and/or plan stipulations required by the Department.
- Upon approval of the plans, construction should begin.
- Please contact the Plan Review Office regarding any project questions.

### **Step 5: Inspections**      **Inspection Requests: 602-506-6980**      or      [www.maricopa.gov/envsvc](http://www.maricopa.gov/envsvc)

- Request a rough-in plumbing inspection or a courtesy construction inspection when the interior is 20% complete. Trenches do not need to remain open for this inspection. Inspections will focus on above ground plumbing related to fixture schedules and requirements. Please allow 5 to 7 business days to schedule the inspection.
- A pre-final inspection and final inspection are required. You may schedule these inspections and additional courtesy inspections by contacting the Plan Review Office.
- Occasionally if time permits inspectors will make random courtesy inspections during the construction process to check on the status and make corrections as needed.
- Request the pre-final inspection when equipment is in place and the facility interior is 75% complete. Equipment shall be in-place for this inspection. Please allow 5 to 7 business days to schedule the inspection. Future inspections can be determined at that time, by the inspector. *(Note: It is ultimately the responsibility of the owner or contractor to contact this office for inspections.)*
- The establishment may not stock or train until approval has been granted by this office.
- Arrange for a final inspection after the establishment has passed all other regulatory inspections and has obtained a Certificate of Occupancy (C of O). All water, plumbing, electrical, gas, ventilation, coolers, freezers, walk-ins, dishwashers, etc., and other equipment shall be operational at time of the final inspection. A final inspection shall be requested at least 5 to 7 business days prior to the proposed opening of the establishment. *(Note: Inspections will be conducted during normal business hours Monday to Friday, between the hours of 8am and 5pm.)*
- It is advised that the facility does not advertise the opening of the establishment until final approval has been received from this Department.
- A routine inspection may be conducted in conjunction with the final inspection or shortly after the business has opened for business.
- Once final approval has been given, the establishment may open for business.